

Rental Check List Lynchburg Parks and Recreation

Center Rented:	User:		Date:			
Upon entering and exiting the facility both staff and facility user should observe each area and sign at the appropriate places. S=Satisfactory U=Unsatisfactory Any areas marked "U" must be explained under comments.						<u>ler</u>
To Be	Checked upon A	rrival and Before Do	epartu	<u>ıre</u>		
			Arri	ival	Departure	
Task			S	U	S	U
Grounds, pavilions, & courts free from debris, broken glass, etc.						
Entrance clean, appealing, f	,	itter)				
Mats clean & swept/vacuum						
Center floors , including Kitc confetti)						
Tables, chairs, & games arranged in neat, orderly way and returned						
to original location wiped off – See Diagram on Wall						
Pool tables cleaned (NO food or beverages on them) Do not move!						
Walls free from tape and string						
In Kitchen - counters, cabinets, sinks, outside of ref., stove & microwave damp cleaned						
Inside of microwave, stove and refrigerator free from spills						
Bathroom sinks & toilets cle	eaned/flushed.					
Center trash bagged & remotrash left outside of dumpster		Bags in all cans. (NO				
No property of the City/center from its original location (ex	er should be tamper	red with or removed bulletin boards etc.)				
Basic supplies (toilet tissue,						
refilled at end of rental						
Dangerous chemicals and sharp objects locked up						
		-				
Staff Signature		User Signature				
To Be Completed by FACI Was the staff person helpful Overall impression of Facilit What suggestions do you hav General condition facility was	in meeting rental pay Cleanlinessve for future rentals	arties' needs? ?				
Facility User Signatu	ire	Organization				Date
To Be Completed By STAF	F PERSON Work	ting the Rental				
1. Did you spend time clear			nat was	done?		
2. Comments on conditions	of facility at the en	nd of rental:				
3. Facility Supervisor was	contactedBy p	honee-mail ab	out the	follow	ing con	cerns:
4. Additional custodial services reasons:		•	f this fa	cility fo	or the fo	ollowing

Date

Staff Working Rental